



Vermont Wing Fundraising Form

Date _____

Unit Name and Charter Number _____

Project Officer _____ Email _____ Tel _____

Date of Activity _____

Activity Proposed _____

Cadet Participation Y/N _____

Cost of Fundraising \$ _____ (estimated)

Explanation _____

Wing Approval by _____ Position _____

Post Activity Section – complete after activity and submit with deposit.

Number of Unit Participants

Cadets _____ Seniors _____

Funds Raised \$ _____ Less Actual Cost \$ _____

Net Profit \$ _____

Comments _____

Would you consider conducting this activity again? Y/N _____

Wing Finance Action

Scanned to Smart Vault by _____ on _____

Uploaded to QuickBooks by _____ on _____



Vermont Wing Fundraising Form – Instructions

CAPR 173-1 requires that fundraising activities receive pre-approval by the Wing Commander. The Wing Director of Finance will monitor Unit Fundraising activities. This form will enable the unit to comply with both procedures on a single form.

Before the Fundraising Activity

A person at the Unit must be listed with contact information in case additional information is needed.

Activity Proposed – list the nature of the activity. For example, car wash, balloon fiesta, candy sales, etc.

Cadet Participation – requires a Yes or No (response)

Cost of Fundraising (estimated) –include cost of transportation, supplies, lunch, etc.

Unit must complete the top section of the form and forward it to Wing HQ by mail or fax, or via email to the Wing Commander for approval. Wing will return a copy of the approval to the Unit Commander and to the Wing Finance Officer.

After the Activity

The Unit must input the number of cadets and number of seniors who participated in the activity and the total amount raised. Unit must also provide the actual cost – vehicle fuel, lunches, etc. (this should be available from the Unit Finance Officer via copies of reimbursement requests / receipts) and the net profit / loss to the unit for the activity.

Comments – include information on how the function went, unexpected actions, etc. This is informational only and it might provide input for another unit planning a similar function. The same is true for the yes or no answer to “would you do it again?”

The Completed Form must be sent to Wing Finance with the Deposit Form of the Funds. Wing Finance will scan and upload the form to National Headquarters